

Course Change Proposal Guidance

This document describes the procedures for preparation of *individual* course changes within programs and for Academic Affairs Committee (AAC) review and approval of those course proposals.. A change of multiple courses within a program frequently necessitates the preparation of a Program Creation, Revision, and/or Deletion proposal. Current courses are shown in the NMHU Undergraduate and Graduate Catalogs. However, some inactive courses may remain on the “Global” course list maintained by the Registrar.

A *new course* is one that does not appear in either the current Catalog or the Global course list. New courses are usually submitted with proposal for a new major, minor, or concentration; however, sometimes new courses are proposed to add to an existing program. New courses may replace an extant course, in which case the extant course must be deleted from the Catalogs and/or the Global list.

A *revised course* is one in which the Catalog description, objectives, topics and/or requirements are substantively modified from the original course shown in the Catalog or Global list. Course revisions may be necessary because of changing knowledge or paradigms in a discipline, changes in personnel or a major/minor or to utilize different instructional technologies.

A *deleted course* is one that is no longer desired in a program. It may be retained or deleted from the Global list.

A course change may require the revision of a major or minor (see Procedures for Major/Minor Change proposal).

Course Change Procedure

1. (Optional) Selected Topics. It sometimes is desirable to offer a “new course” as a selected topic course before seeking formal approval as a “permanent” course within a program. A selected topic course provides a means to test new pedagogical approaches or different course contents prior to incorporation into a program. New selected topic, thesis, independent study and research courses do not require formal syllabi approval by AAC.

2. Required courses and Electives. The program should determine if the course is a required course or an elective. A required-course often results in a Major or Minor curriculum change proposal. Elective courses usually do not precipitate a program change proposal.

3. Cover Page and/or Syllabus. New and revised courses require preparation of a syllabus (see Guidance for Syllabus Preparation), and the signature cover page. *Courses to be deleted* require just the signature cover page and a brief justification (unless they are part of a program change proposal).

4. Department or Academic Unit Approval. The Department or academic unit considers the proposal. The Department Chair, or similar academic leader, signs the cover page once the proposal is approved by the unit.

5. Dean's Approval. After the department or academic unit has approved the course, the cover sheet and syllabus should be submitted to the dean of the school in which the academic unit is house. Upon approval, the dean should sign the signature cover page.

6. Submission of Material to the Academic Affairs Committee.

- a. A hard copy of the signed course proposal cover sheet should be sent to the Academic Affairs Committee, c/o Germain Alarcon, RAB 108.
- b. Either a hard or electronic copy of the proposal, syllabi, and any other supporting documentation should be send to Germaine Alarcon. Email can be sent to Alarcon_g@nmhu.edu
- c. The material will be sent to the chair and vice-chair of the Academic Affairs Committee.
- d. The chair or vice chair will verify that the proposal is complete and has all necessary signatures. AAC will not review a course change proposal unless the Department Chair and Dean have signed the cover page.
- e. The chair will notify the contact person of missing material or of the date the proposal will be on the AAC agenda.
- f. Material must be received by the chair and vice-chair at least 10 days before the meeting at which the course change will be discussed. The AAC must have at least one week to review the material.

7. AAC Review and Recommendation

- a. Course and program change proposals are reviewed in the order they are received by the Academic Affairs Committee.

- b.** The program submitting the course change should send a representative capable of presenting the proposal and answering questions about it to the AAC meeting. The representative may be a member of the AAC.
- c.** Usually AAC either approves a proposal or tables the proposal until suggested changes or other specific criteria for approval by AAC are met. A tabled proposal will be reconsidered once the suggested changes or criteria for approval have been addressed.
- d.** If the proposal is approved by the AAC, it will be forwarded to the VPAA for his consideration.